



Federal Aviation Administration
Center for Management Development
4500 Palm Coast Parkway, S.E.
Palm Coast, FL 32137

ATTN: CMD Guests

If you have brought a computer to CMD and wish to use the LAN connection in your dormitory room or elsewhere at CMD to access the INTERNET, INTRANET, or ATDN (FAA wide area network -- WAN), please provide the following:

1. **Guest Name:** _____
[Your name – e.g. Joseph A. Jones]
2. **Room #: Dorm A-** _____ **or Dorm B-** _____
3. **Arrival Date:** _____ **Departure Date:** _____
4. **Computer Name:** _____
[This is the name given to the “laptop”. It was installed during the initial setup of the networking capabilities. An example might be: “AMD001N12345” or “HP_NOTEBOOK”.] If you do not know this information, please contact technical support at your home facility to obtain it.
5. **CMD Course/Conference Name:** _____

Connection in your dormitory room is available using a standard network cable (RJ45 connectors). If you didn't bring this with you, please obtain a cable from the front desk. These cables must be returned upon departure.

If your computer is not DHCP configured (Dynamic Host Configuration Protocol), you will not be able to use the LAN connection. You may opt to contact your home technical support for assistance in configuring your computer or use standard “dial-up” on the existing phone line in your dormitory room. Note that “dial-up” service can be slower and somewhat limiting.

Scanning software is in use at CMD, Southern Region, and HQ. It scans all computers in the agency for viruses, software updates, hot fixes, and patches. If these are not installed on your laptop, the likelihood of infection is nearly 100%. If your computer is shown to be infected, you will be disconnected from the LAN.

Your cooperation will assist us in avoiding virus infections in the FAA and CMD computer systems. Viruses are extremely costly and damaging to computers throughout the FAA. We ask for your help in preventing these incidents.

Thank you.